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CONFIDENTIAL

Chief, Administrative Staff,
Office of Logistics

Deputy Comptroller

Penalty Mail Reimbursement Procedure

REFERENCES: (1) Memorandum, dated 12 October 1955 to Deputy Comptroller from
Chief, Technical Accounting Staff, Same Subject
(2) Headquarters Regulation No. []

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1. This Agency has accepted the recent proposal of the Post Office Department for simplification of the reimbursement procedure for penalty mail. This proposal was discussed in the memorandum referenced above, a copy of which was furnished your Office.

2. This Office will develop a revision of R [] to reflect the adoption of the revised procedure and will coordinate this revision with your Office.

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3. Inasmuch as the quarterly reimbursements to the Post Office Department for penalty mail used will no longer be based on reports of actual mailings, it is suggested that you may wish to authorize the Mail and Courier Branch to discontinue, immediately, the daily count and record required by paragraph 5d(3) of R []. It will no longer be necessary for your Office to make the quarterly report to the Chief, Fiscal Division which is required by paragraph 5d(4) of R [].

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4. We believe that changes in other internal procedures which are affected by the revised procedure are sufficiently minor in nature that they need not be made effective prior to the publication of the revision of R [].

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TAS/HM/bay (20 Oct. 55)

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Regulation

TO:

Chief, Administrative Staff
Office of Logistics
Deputy Comptroller

FROM:

SUUMMARY:

Penalty Mail Reimbursement Procedure

FILED:

Procedure - Penalty Indicia

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